

**OPEN MINUTES**  
**Missouri State Committee of Interpreters**  
**August 27, 1999 – 5:00 p.m.**  
**August 28, 1999 9:00 a. m.**  
**Airport Marriott**  
**I-70 and Lambert Field – St. Louis, Missouri**

The Missouri State Committee of Interpreters was called to order by Lori Knabe, Chairperson at 5:15 p.m. on August 27, 1999 in the Cleveland Room of the Airport Marriott located at I-70 and Lambert Field, St. Louis, Missouri. Sandy Drummond, Secretary facilitated roll call.

**Committee Members Present**

Lori Knabe, Chairperson  
Sandy Drummond, Secretary  
Betty Kramer, Public Member (by telephone conference call)  
Kim McEnulty  
Loretto Durham (exited the meeting at 7:15 p.m.)

**Staff Present**

Loree Kessler, Executive Director  
Susan Wolchko, Licensure Technician  
Mark Schoon, Assistant Attorney General

To better track the order in which items were taken up on the agenda, each item in the minutes will be listed in the order in which it was discussed in the meeting.

The state committee members provided a brief update on their activities from this summer.

Ms. Durham advised the state committee that she would need to leave the meeting prior to adjournment.

Ms. Knabe indicated she would vote on motions during the August 27, 1999 session.

At 5:34 p.m. a motion was made by Ms Drummond and seconded by Ms. Kramer to convene in closed session pursuant to sections 610.021 subsection (14) and 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensees or applicant and section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under subsections 610.021 which authorizes this agency to go into closed session during those meetings. Motion carried unanimously.

At 9:50 p.m. a motion was made by Ms. Drummond and seconded by Ms. Kramer to convene in open session. Committee members voting aye; Ms. McEnulty, Ms. Drummond, Ms. Kramer, and Ms. Knabe. Motion carried unanimously.

At 9:55 p.m. a motion was made by Ms. McEnulty and seconded by Ms. Kramer to adjourn the August 27, 1999 meeting. Committee members voting aye; Ms. McEnulty, Ms. Drummond, Ms. Kramer, and Ms. Knabe. Motion carried unanimously.

### **August 28, 1999**

The Missouri State Committee of Interpreters was called to order by Lori Knabe, Chairperson at 9:15 a.m. on August 28, 1999 in the Cleveland Room of the Airport Marriott located at I-70 and Lambert Field, St. Louis, Missouri. Sandy Drummond, Secretary facilitated roll call.

#### **Committee Members Present**

Lori Knabe, Chairperson  
Sandy Drummond, Secretary  
Betty Kramer, Public Member (by telephone conference call)  
Kim McEnulty  
Loretto Durham

#### **Staff Present**

Loree Kessler, Executive Director  
Susan Wolchko, Licensure Technician  
Mark Schoon, Assistant Attorney General

#### **Interpreters Present**

Wayne Elrod  
Angeline Blaylock

#### **Visitors**

Becky Morris-Commission Member  
Dan Betzler-BCI Member  
Frankie & Wilda Morris

A motion was made by Ms. Drummond and seconded by Ms. Durham to approve the open session agenda adding a discussion item regarding the September meeting of the Missouri Commission for the Deaf and Dr. Miller's reception. Motion carried unanimously.

A motion was made by Ms. Drummond and seconded by Ms. McEnulty to approve the April 24, 1999 open session minutes with the amendments. Motion carried unanimously.

### **RID Convention Overview**

Ms. McEnulty and Ms. Drummond provided an overview of the RID conference. Information was provided to the state committee concerning mediation of complaints involving RID members and consumers.

Additional information was provided concerning the Ethical Practices Systems of RID and monitoring legislation nationwide concerning the certification and/or licensure of interpreters.

### **Division of Professional Registration – Board Orientation**

Ms. Drummond reported on attending the board orientation coordinated by the Division of Professional Registration. Also in attendance were commission members Becky Morris and Art Dignan. Ms. Drummond commented that a great deal of information covered in the orientation had been provided to the state committee at previous meetings. However, members of other boards and understanding their functions were interesting.

### **TTY Accessibility to State Committee**

The state committee was advised that it would purchase the same software as the Department of Mental Health to facilitate contacting the office.

### **Interpreters Convention Presentation**

The state committee discussed the composition of the presentation. The state committee requested the executive director contact the Commission regarding Deaf Empowerment and making a presentation.

The executive director informed the state committee that the Commission is asking that any handouts be part of the registration packet to insure all attendants have of the presentation materials. The executive director explained that folders had been ordered for the state committee handouts, law/rules booklet and application. These folders will have the inserts completed at the division and delivered to the commission office.

### **Outreach, Networking & Licensure Progress**

A motion was made by Ms. Durham and seconded by Ms. McEnulty to sponsor a workshop for referral agencies and school districts. Motion carried unanimously.

The workshop will be scheduled September 28, 1999 and the state committee members are to provide contacts and addresses for invitations. Additionally, the executive director was asked to contact the Commission and invite staff and a Commission member or BCI member to present an overview of certification at the workshop.

The state committee discussed conducting a special mailing to referral agencies and school districts to attend the interpreters' annual meeting in November. This request would be mailed to workshop participants and individuals or groups identified by state committee members. Ms. Drummond volunteered to provide necessary addresses or contacts.

The state committee discussed whether information would be mailed by the BCI to interpreters regarding PCMs or continuing education requirements. It may provide another opportunity to send licensure information to those individuals. The executive director was asked to contact the Commission on any mailings that may include licensure materials.

### **Temporary Permits and Temporary Licensure**

The state committee discussed the confusion for interpreters concerning temporary permits from the Commission and temporary licensure from the state committee. It was recommended that this specific topic to include temporary restricted permits, restricted educational permits, and temporary permits be addressed in the workshop. No official action was taken.

### **Videotaping Complaints and Complaint Procedures**

The state committee discussed revisions to the complaint form, consent form and process for videotaping complaints. Several suggestions include indicating the method of complaint filing with a checklist at the top of the form, developing a "how to" list on completing the form, rewording the consent form.

### **Debbie Ulinski Resignation**

The state committee was advised of Ms. Ulinski's resignation and discussed how individuals may apply for an appointment to the state committee. The state committee requested that the executive order a plaque for Ms. Ulinski in honor of her work with the state committee.

At 12:11 p.m., a motion was made by Ms. McEnulty and seconded by Ms. Kramer to convene in closed session pursuant to sections 610.021 subsection (14) and 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensees or applicant and section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under subsections 610.021 which authorizes this agency to go into closed session during those meetings. Motion carried unanimously.

At 12:30 p.m., a motion was made by Ms. Durham and seconded by Ms. McEnulty to convene in open session. Motion carried unanimously.

### **Meeting Schedule**

The state committee scheduled the next meeting for October 15-16, 1999 in St. Louis. The state committee requested members plan on meeting most of the day October 16<sup>th</sup> to facilitate finalizing the complaint and consent form revisions and developing the videotaping procedures. The executive director was instructed to make the necessary arrangements to accommodate this request.

At 12:55 p.m., a motion was made by Ms. Drummond and seconded by Ms. Durham to adjourn the meeting. Motion carried unanimously.

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Executive Director

Approved by State Committee on October 15-16, 1999